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## **Architect Selection for School Construction Overview**

*State law requires a number of steps be taken in the architect/engineer qualification based selection process. For complete current rules and guidelines, please contact the Bureau of General Services at 624-7351 and refer to the Architectural & Engineering Services Procurement Manual located in the references section of this workbook.*

The local educational unit must advertise for professional services a minimum of two times in the state's official newspaper, *The Kennebec Journal*, and in a newspaper serving the locality. Please also send an electronic copy of your ad to BGS, [janet.mclaughlin@maine.gov](mailto:janet.mclaughlin@maine.gov), and we will post it on our web site after it appears in the newspaper. We recommend that the second appearance of your ad be a minimum of 2 weeks before the deadline for responses.

Please see the attached legal advertisement text for the Request for Qualifications to Architects and Engineers that we recommend you use. Contact BGS for further information.

The local unit's school board or school building committee should interview a minimum of three firms. The firms must make a presentation to the local unit at which time the local unit asks a set of pre-determined questions in interview format. It is important to remain consistent with interview questions to ensure the process is administered fairly. Attached is a recommended Interview Worksheet, with scoring sheet.

Following the interviews, the firm selected and the local unit negotiate a contract and schedule as outlined in the Architectural and Engineering Services Procurement Manual. Please contact BGS for the most current guidelines and contract documents.

The unit can elect to select either a short term or long term contract. The three basic contracts that are in general use are:

- A short-term special services/special studies contract, i.e., facilities study
- A contract that takes a unit from site selection to concept design
- A contract that takes a unit from concept design to completion

The completion of any one of the above contracts ends the obligation to the designer; however, if the qualification based procurement procedure is used, it is not necessary to go through the selection process at each phase of the project.

The Bureau of General Services must sign off on all contracts for architect or professional services.